

S^tPETERS



LUTHERAN COLLEGE

Excellence in Christian Co-education

OneDrive and Google Drive Student Guide

**A guide for students using either OneDrive
or Google Drive for Desktop, on their
laptop**



How to use this guide:

This guide is best used on a device with an internet connection so that links to the best video tutorials and websites can be accessed.




Look out for this icon which links to quick and useful video tutorials.

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What is it?

OneDrive

 OneDrive connects teachers and students to all their work in the cloud. It lets them store and protect files, share them with others within or outside their school, and get to them from anywhere using any device. Both the OneDrive web app and the OneDrive mobile app enables teachers and students to access, upload, and share files from anywhere. You can even save files offline to view or edit them when there's no internet connection. All offline edits are automatically synced whenever the device they're using reconnects to the internet.



Google Drive for Desktop

 Drive File Stream is now called Google Drive for desktop. Google Drive is a cloud-based storage solution that allows you to save files online and access them anywhere from any smartphone, tablet, or computer.



You can use Drive for desktop to keep your files in sync between the cloud and your computer. Syncing is the process of downloading files from the cloud and uploading files from your computer's hard drive. After syncing, the files on your computer match the files in the cloud. If you edit, delete, or move a file in one location, the same change happens in the other location. That way, your files are always up to date and can be accessed from any device.

All students have access to subject specific folders that are already shared with teachers, in their Google Drive

****Give MacOS permission**

MacOS requires applications like Drive for desktop to ask for permission to access certain folders and devices including your Desktop, Documents, and Downloads folders, removable and network volumes, and your Photos library.

Drive for desktop will only ask to access folders or devices you choose to sync with Google Drive, back up to Google Photos, or both. If you deny access, but want to continue syncing a folder or device, go to System Preferences and change your privacy settings. You might need to restart Drive for desktop for changes to take effect.

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How to install on your laptop

OneDrive

The easiest way to add your OneDrive to your computer is to sync the folders directly from your online OneDrive location. *This should work even if you have a personal OneDrive account on your device, or if you already have an existing School or Work account (other than St Peters) connected to your computer.*

Do the following steps:

1. Log in to [Office.com](https://office.com) with your St Peters email address.
2. Click on the **OneDrive** icon in the Apps menu displayed on the left of the page.
3. In your **My Files** section, click on the **Sync** icon in the menu above the list of files.
4. Click **Open in OneDrive**
5. If you have not signed in to OneDrive before you will be prompted to do so. Click **Sign in** (the system should "pre-fill" your login ID).
6. Enter your Password and keep clicking **Next** until the step up is complete. If it asks you to set up a mobile, click **Later**.
7. Once completed, you should then have a location on your computer called OneDrive - St Peters Lutheran College with a cloud icon next to it as shown below (Windows and Mac).
8. If your computer does not prompt you to set up OneDrive when you press Sync, this may mean that you already have OneDrive set up on your computer or you may need to install a newer version of Office.

Google Drive

Google Drive is available as a web based platform, but for ease of access, it is recommended to use Drive for desktop.

1. On your computer, go to [Use Drive for desktop with work or school](https://www.google.com/drive/desktop) and follow the installation instructions to download and install Drive for desktop.
2. At the bottom right (Windows) or top right (Mac), click Drive for desktop, Open Google Drive.

When you install Drive for desktop on your computer, it creates a drive in My Computer or a location in Finder named Google Drive File Stream. All of your Drive files appear here.

Create

A document from OneDrive

You can create new Office documents directly from OneDrive for work or school

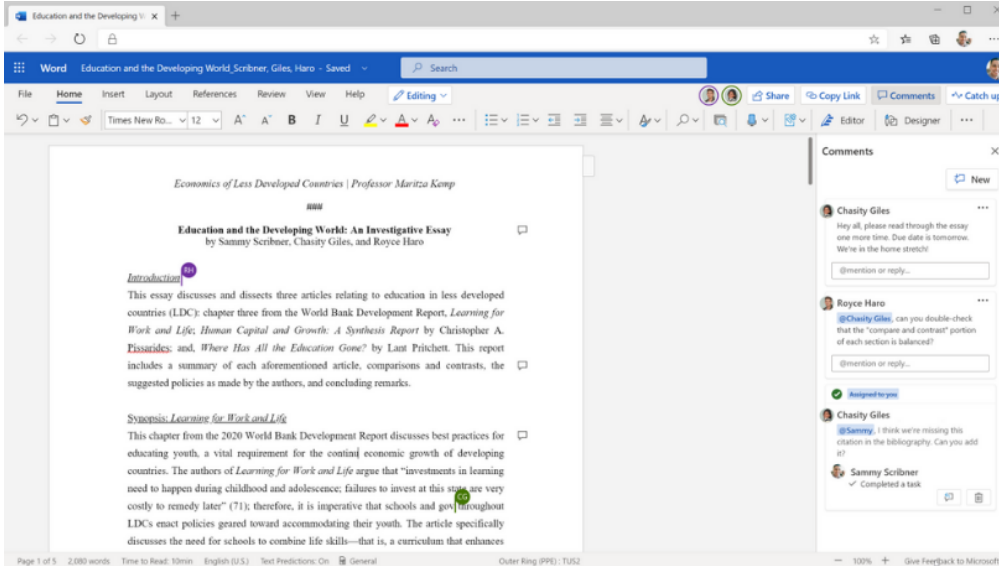
1. Start a document as usual in an Office desktop app (File > New, and pick a template).
2. When you're ready to save the document, click File > Save As > OneDrive - TaskName. For example, OneDrive - ENGdraft.
3. Then click Save.

Folders in OneDrive

1. Select New > Folder.
2. Type a name for the folder and select Create.
3. Select the files you want and drag them into the folder.

Share

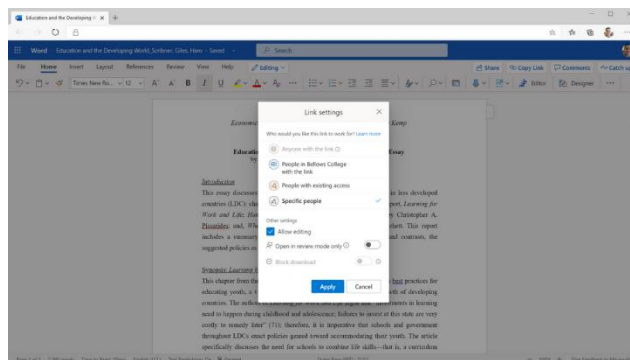
Securely share your assignments with students and teachers, via email or with a link. They can use @mentions to flag comments and tasks for co-authors or other reviewers, and they can also track version history and restore previous file versions as needed. And because all changes are synced and stored in the cloud, they can start editing a document on one device and finish it on another.



The screenshot shows a Microsoft Word document titled "Education and the Developing World_Scribner, Giles, Haro - Saved". The document content includes the title "Education and the Developing World: An Investigative Essay" by Sammy Scribner, Chasity Giles, and Royce Haro. The text discusses the "Introduction" and "Synopsis" of the essay, which analyzes the 2020 World Bank Development Report. A comments pane on the right side of the document shows three comments: one from Chasity Giles asking to read the essay more thoroughly, one from Royce Haro asking to double-check the bibliography, and one from Chasity Giles asking to add a citation. A task from Sammy Scribner is also visible, indicating that a task has been completed.


Share files or photos with a link

When a teacher or student gets a link to a shared document, integration with Office also means they can start co-authoring a document by selecting from a variety of tools to annotate, highlight, and comment on content in real time.




1. In your OneDrive [file storage](#), select the files or photos you want to share, and then select **Share**.
2. Select **Allow editing** to give permission to edit the files.
3. Uncheck **Allow editing** to give permission to view, but not edit the files.
4. Select **Get a link**.
5. Select **Copy**.
6. Select **More** to see your social media options.

Share files or photos in email

1. Select the files or photos you want to share, and then select **Share** .
2. Choose if you want to allow **Allow editing**.
3. Select **Email**.
4. Enter the email addresses of the people you'd like to share with and add an optional message.
5. Select **Share**.

Share a folder

1. Select the folder you want to share, and then select **Share** .
2. Choose if you want to allow **Allow editing**.
3. Select **Get a link** or **Email** and follow the steps above.

Change permissions

1. Select **Shared**.
2. Select a folder or file, and then select the **Information** icon.
3. Do one of the following:
 - Select **Add People** to share with more people.
 - Select **Manage access** to change permissions.

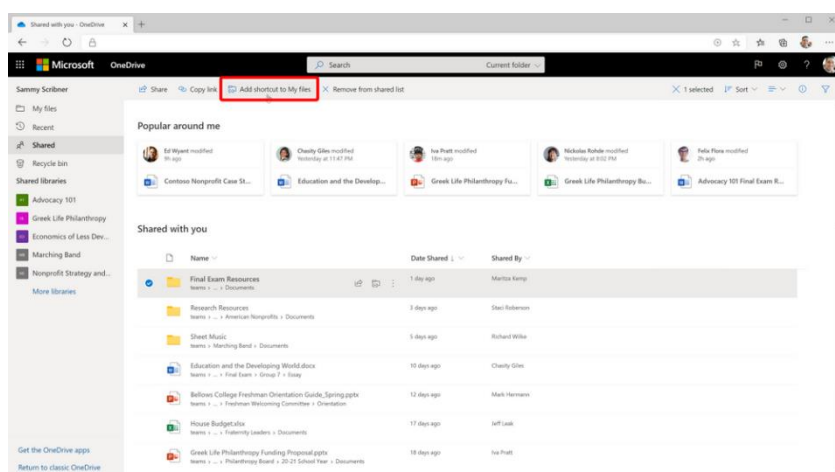
Select the **Can Edit** or **Can View** dropdown to change permissions or **Stop Sharing**.

- Select the **X** to remove the link.

Organise learning materials and classwork

Students working together on group projects can use the Request file link to gather notes from group members and keep project materials organized. Anyone with a request link can only upload files—they cannot view or access the folder—ensuring that any other material the requestor has saved in the folder is protected.

Now, using Add to OneDrive, teachers and students can also add shortcuts to folders others have shared with them in OneDrive, Teams, or SharePoint. This brings all their content into one place, so they can access everything they need to prepare for their classes. To keep their class materials organised, students can add shortcuts to folders shared by their teachers to their own OneDrive for quick, easy access to reading assignments and other information.



Upload & Backup Files to OneDrive

If you're using OneDrive for school or work, there are multiple ways to upload files to your OneDrive cloud.

Office →

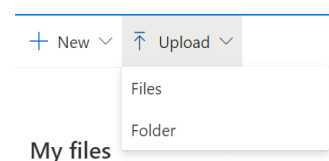
Upload Files Using Your Browser

Microsoft 365

Outlook OneDrive
Teams Word

You can always access OneDrive in a browser. The steps below work for Chrome and Edge and may slightly differ if you're using a different browser.

1. Sign into office.com and select the app launcher in the top-left corner of the page and select OneDrive.
2. Select **Upload > Files** or **Folder**.
3. Choose which files or folder you want to upload and select them.
4. Select **Open** or **Select Folder**.



Upload Files Using Your Desktop If you're using a computer with Windows 10, OneDrive is already installed. Simply save or move your files and folders to the OneDrive folder to make them accessible on all your devices via OneDrive.

Back up your Documents, Pictures, and Desktop folders with OneDrive



You can back up your important folders (your Desktop, Documents, and Pictures folders) on your Windows PC with OneDrive PC folder backup, so they're [protected](#) and available on other devices. If you haven't already set up OneDrive on your computer.

Find your SharePoint and Teams files in OneDrive for work or school

If you're using OneDrive, you can access your Microsoft SharePoint or Microsoft Teams files [on the web](#) or [in the mobile app](#) without leaving OneDrive. The shared libraries that you've recently interacted with or that you follow appear in the navigation. You can also see your Microsoft 365 groups in the list, since each group has its own team site.

Upload via Drag and Drop to Google Drive

Google Drive has a big "New" button on the interface, for creating new files. It's also how you upload a file or folder. Skip that part—drag files from Windows Explorer or the macOS Finder right into Google Drive's list of files. At the bottom of the browser screen, you'll see a cloud with an up arrow to indicate you can let go of the file you're dragging to drop it right into Drive.

You can do the same into the Google Drive for Desktop folder.

Back up your Documents, Pictures, and Desktop folders with Google Drive

You can sync a folder with Google Drive or back it up to Google Photos.

- If you sync with Google Drive: Everything in the folder will be uploaded. All changes will be synced between your computer and Google Drive. You can access all your files from any device at drive.google.com or via the Google Drive app.
- If you back up to Google Photos: Only photos and videos will be uploaded. Changes will not be synced between your computer and Google Photos. You can view your photos and videos from any device at photos.google.com or via the Google Photos app.

Tips for using OneDrive

1. Understand Your OneDrive Status Icons

Name	Status
Attachments	☁
Documents	☁
Music	☁
Pictures	☁
Bank Heist Project Plan.docx	☁
Evidence that the dog speaks Spanish.docx	☁
Personal Vault	✔

A blue cloud icon indicates that the file is online-only. A green checkmark in a circle appears by files that are locally available on the device you're using.

If you open an online-only file on your computer or another device, it will download and become locally available. Being locally available means you can open the file even if you don't have an internet connection.

Scan your paper notes



With the OneDrive mobile app, you can turn your handwritten notes into PDF files. Writing notes by hand helps you remember the material better, so this is a great feature for students.

Tag your files

To add tags, first make sure the **Details pane** is visible. You can toggle it on and off in the **View** tab. You can also enable it by clicking the list icon in the corner of the window. Next, click on any file, then use the **Details pane** to add tags, categories, and more. You can even add a summary description on PDFs and photos. This is useful for summarising research materials.

OneDrive indexes all these items when searching. So even if you forget the file name, you can still find it if you put related words in the details.

Restore deleted files from the recycle bin

When you delete something from OneDrive it goes into your recycle bin and can be restored if you decide you want to keep it. Recycled files don't count as part of your storage capacity, but they are permanently deleted after a minimum of 3 days and max of 60 days. If your bin exceeds 10% of your storage limit, it will start deleting the oldest files first. This feature is great for recovering files that you've accidentally deleted or changed your mind about.

Tips for using Google Drive

Version history

To keep tabs on what your friends, family, and/or colleagues have done, view a revision history via **File > Version History > See Version History**. (Or click **All Changes Saved in Drive** at the top, if it's showing.) A list on the right side will show you who updated the doc and when; click a name to see what they did. Give different names to different versions to make them easier to track—click the button at the upper right to view just the named versions.

Suggest Edits

What if you want the revisions to look like they do when you track changes in a Microsoft Word document? Docs supports a feature called **Suggest Edits**. Click the Editing button (with the pencil icon) up by the Comments and Share buttons. You'll get a menu that lets you edit, make suggestions (with visible tracked changes you or others can accept later), or view the final doc.

Share a document or find a shared document

The owner(s) of the document can set who has edit privileges. But to avoid a hassle, make a document public. Click the **"Share" button** on the top right, go to **Advanced**, then click **"Change" under "Who has access."** Choose public on the web or anyone with the link; some G Suite customers might only be able to make their documents available to everyone in their organization.

If you can't remember the name of the document you want, but you **can** remember who shared it with you, click **Shared with Me** in the left menu of Google Drive. You'll get a list of all the documents people have shared with you.

If the list is too long, type the collaborator's name in the search field at the top.


Restore files you deleted

1. On your computer, open your rubbish bin icon.
2. Right click the file you want to restore.
 - Windows: Click Restore.
 - Mac: Click Put Back.

If you're not the owner of the file, contact the owner to have them restore it.

*Tip: If you have important information in a file, you can make a copy of it. Open the file and click **File > Make a copy**.*

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Learn more about link sharing](#)